



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**. This recognition proves that VHIR endorses the general principles of the **European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

Administrative assistant Cardiovascular diseases

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence around the world.

VHIR offers vacancy/vacant position for an Administrative assistant within the Cardiovascular Diseases Group. More information about our group can be found here [http://www.vhir.org/portal1/area.asp?t=biologia-vascular-i-metabolisme-vam\)&s=recerca&contentid=186836](http://www.vhir.org/portal1/area.asp?t=biologia-vascular-i-metabolisme-vam)&s=recerca&contentid=186836)

JOB DESCRIPTION

Education and qualifications:

Required:

- Senior Cycle of Business Administration or Scientific Baccalaureate

Experience and knowledge:

Required:

- Minimum experience 12 months as administrative.
- High level of Excel.

Main responsibilities and duties:

- Coordination of telephone follow-up to patients and caregivers at 6 and 12 months.
- Making, tracking and analyzing the calendar of calls.
- Data entry to RedCap

Labour conditions:

- Part-time position (7 hours/ weekly).
- Starting date: 21st December 2018 until 25th January 2019.
- Contract: Temporary.
- Gross annual salary: 2.651,25

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "Unitat Epidemiologia" to the following email addresses: mteresa.fernandez@vhir.org and seleccio@vhir.org.